

RESTRICTED

16 May 1946

MEMORANDUM FOR ALL C.I.G. PERSONNEL

SUBJECT: Security Measures for New C.I.G. Area

Effective 23 May 1946

1. This memorandum is published for the information and compliance of all members of the Central Intelligence Group. Measures described herein are tentative and new instructions will be issued when move to new area is completed and C.I.G. Passes have been issued to all members as contemplated.

2. ENTRANCE AND EXIT: The East corridor (nearest front entrance) will be used by all members and all visitors for entrance to and exit from the C.I.G. Area. A request has been made to the Building Superintendent to block the West corridor (nearest rear entrance) by a partition. In the meantime, all members must use the East corridor and will be identified by the Marine Guard stationed at the entrance to the area. A roster will be in possession of the guard and members will be required to stop, give their name, and show some sort of identification. In the case of Army Officers, the AGO identification card will be used. Navy Officers will show their Navy identification card and all civilians will show the C.C.S. pass or a temporary pass issued by the Security Officer. Any member, other than an officer, not possessing a C.C.S. pass will secure a temporary pass from the Security Officer, Room 2162. Temporary passes issued by the Security Officer will be honored by the guard only during the hours 0800 to 1700. Members, when entering the C.I.G. Area, will hand passes over to guard for inspection.

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3. VISTORS: Visitors will be stopped at the entrance to the area by the guard and escorted to the Corporal of the guard, stationed during duty hours, in the outer vestibule to room 2161. The Corporal of the Guard will require the visitor to sign-in on a visitors' register and will then call the office of the person visited to see if he is in and can see visitor. If the visitor is received, the Corporal will then escort him to the proper office, where he will leave him and return to the guard desk. Visitor will be escorted back to the guard desk by some member of the office visited. In no case will visitors be allowed to wander through the area unescorted.

For the Director, Central Intelligence Group:

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Administrative Officer